

**Windsor Essex Community Health Centre (weCHC)  
12<sup>TH</sup> ANNUAL GENERAL MEETING (AGM) MINUTES  
Wednesday June 22, 2022 from 6:30 pm to 7:30 pm  
By Zoom**

**Present:** William McClounie (Chair), Helen Bolton (Vice Chair), C. Howitt, (Secretary), Ken Stewart (Director), Camille Armour (Director), Justine Taylor (Director), Alix Khanafer (Director)

**Regrets:** Jackie Dent (Treasurer)

**Staff:** Rita Taillefer, Executive Director, Sheraz Thomas, Director Data Management & Corporate Services, Shawn Rumble, Director Street Health & Addiction Services, Nadine Manroe-Wakerell, Director Teen Health, Eating Disorders IOP & SAPACCY, Amy Palmer, Director Sandwich, Pickwick & HR, Sarah Sasso, Director Leamington & Quality, Cheryl Zaffino Director Diabetes Wellness & CDM Teams

**Guest:** John Blanken, Grant Thornton

**Recorder:** Lynn Thomson, Executive Assistant, & Privacy Officer

**Quorum was achieved. Seven (7) of eight (8) members were present.**

**Proxies**

One proxy was received from Jackie Dent which will be reported under item 7.

1. W. McClounie, Chair, called the meeting to order at 6:33 pm and asked members to identify any conflict of interests at this time, none were declared.

**2. Approval of the June 22, 2022 Agenda**

**Motion:** A Motion was made for approval of the agenda as presented.

**Moved:** W. McClounie      **Seconded:** H. Bolton      No Discussion      Carried

3. W. McClounie introduced the weCHC Board Members and the Auditor from Grant Thornton.

4. R. Taillefer introduced the weCHC Leadership Team.

- Rita Taillefer – Executive Director
- Sheraz Thomas – Director Data Management & Corporate Services
- Amy Palmer – Director HR & Clinical Practice (Sandwich & Pickwick)
- Sarah Sasso – Director Clinical Practice (Leamington) & Quality
- Nadine Manroe-Wakerell – Director Clinical Practice (Teen Site), Eating Disorders Day Program, Youth Hub & SAPACCY teams
- Cheryl Zaffino – Director Clinical Practice (Diabetes Wellness) & Chronic Disease Management Teams

- Shawn Rumble – Director Clinical Practice (Street Health) & Addictions
- Sabrina Puente – Manager Mental Health
- Lynn Thomson – Executive Assistant & Privacy Officer

**5. Governance Committee Report:** Clara Howitt, Chair Governance Committee, reported on completion of term, resignations, and any nominations for new board members.

- One Board Member who has completed his term will be leaving the Board following the AGM. William McClounie, Board Chair was thanked for his service on the Board and the significant contributions made in supporting the organization during his 6 years with the Board.
- Jackie Dent resigned from the Board effective June 22, 2022. Jackie Dent was thanked for the time she spent on the Board as Treasurer. Recruitment will take place through the summer to fill the vacancy.

- **New Recruitments:**

Christian Janisse was recruited to the Quality Committee of the Board as a Community Member in June 2021. We welcome his wealth of knowledge and contributions to the organization since joining us over the past year.

**Motion:** A Motion was made to appoint Christian Janisse to the Board of Directors effective today.

**Moved:** A. Khanafer    **Seconded:** J. Taylor    No Discussion    Carried

Nicole Dziamarski was recruited to the Quality Committee of the Board as a Community Member in June 2021. We welcome her wealth of knowledge and contributions to the organization since joining us over the past year.

**Motion:** A Motion was made to appoint Christian Janisse to the Board of Directors effective today.

**Moved:** H. Bolton    **Seconded:** K. Stewart    No Discussion    Carried

**Motion:** A Motion was made to approve the Governance Committee's report and election of new members to the Board.

**Moved:** A. Khanafer    **Seconded:** K. Stewart    No Discussion    Carried

**6. Notice of Meeting:** Clara Howitt, Secretary, reported that the meeting notice and agenda were emailed to members on June 8, 2022 in accordance with the weCHC Board bylaws.

**7. Report on Attendance Including any Proxies received:** Clara Howitt, Secretary, reported that Seven (7) of eight (8) Board Members were in attendance. One proxy was received from Jackie Dent appointing William McClounie to vote on her behalf.

**8. Approval of June 23, 2021 AGM Meeting Minutes**

**Motion:** A Motion was made to approve the June 23, 2021 AGM Meeting Minutes.

**Moved:** W. McClounie    **Seconded:** C. Armour    No Discussion    Carried

## 9. Reports

### **weCHC Executive Director & Board Chair's Report**

The joint Report was included in the AGM Report and was previously distributed.

In order to fulfill the governance role of the board, it is critical that the board members offer guidance and leadership to the weCHC leadership team that is grounded in the Strategic Plan.

After nearly 2 and half years of managing primary healthcare services to our clients and adapting to public health guidelines to protect people in our society, we believe that weCHC is a stronger organization. An overused term at times, but "resiliency" is what comes to mind on how the organization and staff have managed through impact of COVID-19. Our clients deserve a tremendous amount of our thanks for their patience and support. weCHC clients come first and this period of change has and will see long term impact to individual health status.

As we and our clients transition out of the impact of COVID-19, weCHC must and will position itself to the future. This past year created challenges and with the processes in place, opportunities were created. By working with community partners in a collaborative manner progress has been made to advance primary health care in the Windsor Essex region.

We highlighted many achievements last year, and have many more to highlight this year:

- ✓ **Equity and Diversity Training**
  - Training for staff and Board members
  - Developed an Equity and Diversity Charter / Statement
- ✓ **Accreditation:** Our organization received full accreditation in 2021. This process set the organization to continued success in 2022. We will continue to improve client services and continue to prepare for the next review in December of 2024. The Clinical Director who is also has Quality in the portfolio is working with staff and providers to ensure that Accreditation leads all of our work and practices every year, and not only at the time of accreditation.
- ✓ **Consumption and Treatment Services (CTS):** Our organization will be operationalizing the new "temporary urgent CTS" located at 101 Wyandotte Street. We are working with the Windsor Essex County Health Unit and many other community partners to make this a reality for residents of Windsor. Work is currently happening to ready this site for providing services to the residents of Windsor. An application for a permanent site is also being prepared which will enable us to permanently locate at this site.
- ✓ **Temporary International Agricultural Worker Health Care:** weCHC is now delivering "on farm" episodic and primary care for workers at Mucci Farms and Great Lakes farms. In addition, we offer a weekend walk in clinic for greenhouse workers. Plans are being made to increase services at Mucci to two days/week as well as to deliver additional walk-in hours on weekends.
- ✓ **New Programs at weCHC:**
  - **SAPPACY:** Substance Abuse Program for African and Caribbean Canadian Youth
  - **IOP:** Intensive Outpatient Eating Disorders Program, in partnership with BANA with our Teen Health staff.

- **Southwestern Ontario Youth Gender Diversity Clinic:** partnership between Chatham Kent CHC and Dr. Ian Johnston (new service for transgender children and youth)
- **High Priority Population Primary Care Program:** This is based on our Year 1 Ontario Health Team priority population. The program works with the Medical Mobile Team (housed out of Leamington Hospital) to provide primary care services for greenhouse workers and for high priority populations (downtown core).

✓ **Awards**

- **Alliance for Healthier Communities: “Transformative Change Award”.** An award was presented by the Alliance Board of Directors for work at the “Forefront of Transformation Changes to Achieve the Best Possible Health and Wellbeing for Everyone Living in Ontario”. The award was presented to our CHC, Chatham Kent CHC and Dr. I. Johnston.
- **Bulimia an Anorexia Nervosa Association (BANA): “Outstanding Non-Profit Community Organization”.** This award was presented in recognition of the many health promotion initiatives and programs at weCHC.

✓ **The weCHC team:** In ending, I would like to thank all of the staff and the leadership team for their hard work and perseverance during the past year. This year has brought new challenges in addition to the challenges brought on by the pandemic. No matter what, no matter how “big” the challenge was, the team continued to rise to the challenge. In the spirit of the CHC, teams continued to focus on our clients and continued to provide reliable, equitable, high-quality client care. Thank you to a wonderful (albeit tired) weCHC team!

✓ **Board Changes:** I would like to take this opportunity to extend a very sincere thank you to William McClounie for his many years of service on our Board. William, we will miss your presence and your leadership. Thank you for all your years of hard work and dedication. I would also like to extend a thank you to Jackie Dent, our Board Treasurer who is also leaving our Board.

In ending, we would like to thank our staff, volunteers, and the Board, for their continued loyalty and contribution to the organization and our clients.

*William McClounie*

William McClounie, Board Chair

*Rita Taillefer*

Rita Taillefer, Executive Director

**Motion:** A motion was made to approve the weCHC and Board Chair Report as presented in the 2022 Annual General Meeting Report.

**Moved:** J. Taylor      **Seconded:** A. Khanafer      No Discussion      Carried

**10. Auditor’s Report and the Audited Financial Statements March 31, 2022:** William McClounie, Chair, reported on the Audited Financial Statements March 31, 2022. The Auditor’s Report of the Financial Statements March 31, 202w were presented to the Finance Committee on June 12, 2022 for their review and recommendations. Their recommendation was that the Financial Statements at March 31, 2022 be accepted by the Board at their June 22, 2022 Board meeting prior to this AGM.

**Motion:** A motion was made to approve the Audited Financial Statements of March 31, 2022 and summary of Auditors report as presented.

**Moved:** K. Stewart      **Seconded:** H. Bolton      No Discussion      Carried

### 11. Appointment of the Auditors and Fixing of Remuneration of Auditors

W. McClounie reported that a Motion was passed at the June 24, 2020 Board Meeting for reappointment of the firm Grant Thornton LLP as weCHC Auditors for a further 3-year period from April 1, 2020 to March 31, 2023. The remuneration was fixed as per the agreement for the 2020-2023 period.

### 12. Ratification of the Board of Directors Actions for 2021 - 2022

C. Howitt moved that all acts, contracts, by-laws, proceedings, appointments, referred to in the minutes of the Board of Directors of the Corporation are hereby approved, ratified and confirmed.

**Moved:** C. Howitt                      **Seconded:** J. Taylor                      No Discussion                      Carried

13. There were no by-law amendments or supplementary letters patent which need approval at this time.

### 14. Presentations

**Staff Recognition** – Rita Taillefer offered a few words of gratitude to the staff who celebrated milestone anniversaries in this past year. Staff recognition awards were provided to the staff directly at their sites.

Years of Service	Name	Position	Location
5	Sara Washburn	Registered Dietitian	Leamington
5	Corey Adam	Registered Nurse	Diabetes
5	Jennifer Gurat	Medical Secretary	Teen
5	Phil Greenen	Facilities Coordinator	Sandwich
5	Donna Joyal	Payroll Clerk	Sandwich
5	Kerra Gallant	Registered Kinesiologist	Pickwick
5	Nicole Stergiou	Social Worker	Teen
5	Caterina Oades	Occupational Therapist	Pickwick
5	Aislinn Pearce	Physician	Pickwick
10	Kelly Dixon	Registered Nurse	Diabetes
10	Aleks Simic	Nurse Practitioner	Leamington
10	Carol Attenborough	Medical Secretary	Street Health
10	Lauren Fleming	Registered Dietitian	Sandwich
10	Hayley Freeman	Registered Dietitian	Diabetes
10	Pat St. Pierre	Social Worker	Pickwick
10	Erica Lee	Registered Dietitian	Diabetes
10	Denise Vriesacker	Nurse Practitioner	Street Health
15	Wendy Temporal	Medical Secretary	Pickwick/Diabetes
15	Ellen Prestia	Registered Dietitian	Diabetes
15	Lauri McQueen	Registered Dietitian	Diabetes
15	Julie Clark	Financial Analyst	Sandwich
15	Tania Colle	Registered Nurse	Diabetes
15	Jane Ray	Registered Practical Nurse	Sandwich
20	Shelby Colarossi	Public Relations & Development Coordinator	Sandwich

**15. Adjournment**

W. McClounie called for a motion to adjourn the meeting at 7:25 pm.